

External Examiner Annual Report:

Assign to Collaborative Staff

This document is relevant for reports submitted by an External Examiner containing collaborative programmes for whom you are the link tutor.

As the link tutor, you can enter responses into the 'Programme Leader' response sections within in the report¹.



For a co-ordinated response with the relevant staff at the partner, you can reassign the report from the dashboard:

Click this link to select a member of **collab school staff** or **reassign the report back to yourself**.

A report can only be assigned to and from collaborative staff whilst the **report status is with the Programme Leader** (i.e. it has not been submitted to the Director of School / Academic Quality).

Online form:

1. Select the member of staff who will be completing the responses from the drop-down box (or 'Assign to Me' to recall the report).

Staff Member*:

2. The staff member you have selected will receive an automated email² with a link to the report. Enter any additional information you would like to include in the email into the text box:

Email Text:

Anything you type into this box will be included in the email to the collab member of staff

Email text is not relevant if you are reassigning the report back to yourself – an email will not be sent.

3. Click Save

This will send a link to the report to the selected collab staff member, who can then access the report via the web hub and enter their responses.

¹ Please refer to the '[Programme Team Quick Guide](#)' document for information on how to complete your report.

² Email will be sent to their LJMU email address. **The report is accessed via their web hub homepage.**

Person not listed?

Only staff with access to the web hub are included in the drop-down box.

The staff member will need to request access via this link (also available via the staff homepage):
<https://aphub.ljmu.ac.uk/Staff/WH2/General/index.asp>

Once access is set up, you will need to return to this section and select the person from the drop-down box.

Notes:

- ✓ The collaborative member of staff you selected will now be able to view the report and enter their responses into the 'Programme Leader Response' sections.
- ✓ Once they have completed their responses, they will select to send the report back to you (via an automated email). You can then add your own text or submit the report to the Director of School.
- ✓ You can re-assign the report back to yourself, or to a different member of staff at the partner at any time by returning to the 'Assign Staff' form.
- ✓ Only one person can edit the form at a time. The report will be read only once you assign it to someone else.